

May 1956

1. Effective 6 April 1956 JOT [] is attached to [] according to the agreement reached between [] and [] of the JOT Program. This attachment will be for an indefinite period. [] will be transferred to SE after it has been determined that he has successfully met the standards of the Division and completed at least the Headquarters phases of the language training program.

2. Carlton is attached to [] to learn the Headquarters procedures of an area desk and to be trained as an intelligence officer and [] speaker. This training taken as a whole is meant to prepare the individual for eventual overseas assignment.

3. It is planned that [] will enter a six to nine month intensive [] language program in June 1956 and will follow it with the sixteen-week Ops Course in the spring of 1957. The JOT Program will support the Trainee with any additional special training which SE may find necessary so that the Trainee may perform his tasks in an adequate manner.

4. It is requested that the Time and Attendance Clerk of SE/ [] keep time and attendance record during the period of this attachment. Any leave will be worked out with the supervisor, and final approval will be given by the Chief/JOTP. Overtime will be reimbursed only if it has been authorized and approved by the Chief/JOTP prior to performance.

5. The Trainee is required to furnish the Chief/JOTP with a report on his progress at the end of the first, second, fourth, sixth, ninth, and each succeeding 3 month period of his attachment covering the type of work that he has been doing and the plans that are being made for his further training.

These reports must come through the supervisor's office prior to acceptance by the Chief/JOTP. A representative of the JOT Program will consult with the supervisor from time to time on the progress and

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and development of the JOT in this training situation.

6. It is requested that the supervisor prepare and send to the Chief/JOTP at the earliest practicable time an outline of the activities which the Trainee will be pursuing during the next eighteen months. It will be understood by this Office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of

MATTHEW PAIRD